

ESEA Title I Schoolwide Program Planning Guide



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**Montana Office of Public Instruction
Denise Juneau, State Superintendent**

ESEA TITLE I SCHOOLWIDE PLAN REVIEW AND PLANNING GUIDE

District: Building Principal: District Contact: State Support Team Leader: State Support Team Reviewer(s):	School: Phone: Phone: Review Date:
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REVIEW PROCESS AND INSTRUCTIONS

1. Each school in a district which intends to operate as a schoolwide program must complete and submit a separate written Schoolwide Plan. Districts are not allowed to operate as a schoolwide program.
2. The district must approve each Schoolwide Plan before the plan can be implemented. The district Title I Coordinator, together with the district's Schoolwide Program Support Team, must review the planning document and make recommendations regarding the viability of the Schoolwide Plan under consideration.
3. When reviewing the Schoolwide Plan, reviewers must take into consideration that each of the ten program components must be addressed in the Schoolwide Plan in order to meet the legal requirements for implementation. The Planning Guide is aligned with the Schoolwide Written Plan and describes the requirements of schoolwide planning based on the No Child Left Behind (NCLB) Act of 2001.
4. The Planning Guide is then submitted to the Title I Division staff of the Office of Public Instruction (OPI) to be reviewed.
5. The OPI Title I Division staff will review the plan to ensure all legal criteria are met, and to make recommendations to implement, implement with modifications, or to delay implementation of the Schoolwide Plan. **Plans may not be implemented until all legal criteria as described in this Planning Guide are met.**
6. The OPI Title I Division staff will provide written feedback and/or acknowledgment of receipt of the Schoolwide Plan. The district and school make any final revisions or adjustments to the plan.
7. The district has the responsibility to make the final decision as to whether the school will implement the Schoolwide Plan. **A final, (revised) district approved plan or plans should be submitted with any changes made in the Continuous School Improvement Plan (CSIP).**
8. The district is required to maintain copies of all implemented Schoolwide Plans along with the review criteria and support team recommendations. The original plan, review criteria and team recommendations should be retained on file at the school site as well.
9. The district is required to do an annual review of all implemented Schoolwide Plans. The review will consider the success or lack of success of the Schoolwide Plan in meeting its intended goals and outcomes. If change is necessary, a revised plan or sections of the plan should be retained on file and then submitted to the CSIP.

ESEA TITLE I SCHOOLWIDE PLAN REVIEW AND PLANNING GUIDE

Summary for:

The following is a summary of those items that demonstrate legal compliance of a Schoolwide Plan. If one or more boxes are not checked below, please review closely the planning guide items that need to be in place. These items need to be included and resubmitted to the district before the plan may be legally implemented.

Criteria	Legal Criteria Met
Contact information is complete	
Assurances are signed by district	
Poverty level (as determined by district) is at least 40 percent	
I. Schoolwide Program Planning	
A. Planning Team	
B. Schoolwide Planning Summary	
C. Communication	
D. Technical Assistance	
II. Comprehensive Needs Assessment	
A. Strengths and Areas Needing Improvement	
B. Priority Needs	
III. Inquiry and Research	
A. Inquiry Process	
B. Scientifically Research-Based Solutions	
IV. Schoolwide Program Strategies and Evaluation	
A. Instructional Programs	
B. Schoolwide Program Action Plan	
C. Monitoring and Evaluation of Student Progress	
D. Highly Qualified Staff and Professional Development	
E. Parent and Family Involvement	
F. Coordination	
G. Evaluation and Ongoing Program Development	
H. Fiscal Requirements	
V. Review and Approve Schoolwide Plan	
District Review	

Schoolwide Plan Review Team Recommendation

Implement (All legal requirements are met and team had no significant recommendations for modifications)

Implement with modifications (All legal requirements are met, but see comments for recommendations)

Delay implementation (All legal requirements are not met. See comments)

ESEA TITLE I SCHOOLWIDE PLAN REVIEW AND PLANNING GUIDE

Each required component of an ESEA Title I Schoolwide Program Plan is listed at the top of each section of this Planning Guide, along with a brief citation from section 1114 of the NCLB Act of 2001. Reviewers will determine whether the plan meets the legal criteria for each component, and will check the appropriate line. Also included in this review are comments made by the Schoolwide Program Support Team. These comments should be viewed as recommendations, and they are intended to strengthen the quality of your plan. It is up to the school and district to decide whether these modifications will be made. However, all legal requirements must be met prior to implementation.

Contact Information

Contact information is complete.

Comments:

Poverty rate meets federal requirements.

Comments:

District review signature(s) on Assurances page is complete.

Comments:

Schoolwide Planning Process

A. Planning Team

The Schoolwide Plan was developed by a team, including teachers, classified staff, building administrators, parents and others who will carry out the plan, and where appropriate, community members, business partners and students. [NCLB Act Sec. 1114 (B)(ii)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

☐ At least one participant per category is included.

Comments:

☐ Positions of participants are listed.

Comments:

Schoolwide Planning Process, Continued

B. Schoolwide Planning Summary

The Schoolwide Plan was developed during the required one-year planning period.
[NCLB Act Sec. 1114 (B)(i)]

Legal Requirement:

Met

Not Met

There is evidence that ...

☐

The planning process was thorough and a description of the process is provided.

Comments:

☐

Meeting dates are included.

Comments:

☐

Agenda topics are included.

Comments:

☐

Participants from all stakeholder groups are included.

Comments:

Schoolwide Planning Process, Continued**C. Communication**

The Schoolwide Plan was developed with the involvement of parents and other members of the community to be served, and the individuals who will carry out the plan, including teachers, principals and administrators. [NCLB Act Sec. 1114 (B)(ii)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

- ☐ Percentage of staff support is included and indicates strong support for the completed Schoolwide Plan.

Comments:

- ☐ There is a description of the process used for determining the level of staff support of this plan.

Comments:

Schoolwide Planning Process, Continued**D. Technical Assistance**

The Schoolwide Plan must be developed in consultation with the local educational agency and its school support team or other technical assistance provider. [NCLB Act Sec. 1114 (b)(2)(A)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

☐ Dates of technical assistance are included.

Comments:

☐ Technical assistance was provided during the planning process.

Comments:

☐ Type of assistance is described and appears to be of high quality.

Comments:

Comprehensive Needs Assessment

A. Comprehensive Needs Assessment

A comprehensive needs assessment of the entire school has been completed which includes taking into account the needs of migratory children as defined in section 1309(2). This is based on information which includes the achievement of children in relation to the state academic content standards and the state student academic achievement standards described in section 1111(b)(1). [NCLB Act Sec. 1114 (b)(1)(A)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

☐ Description of school and community is included.

Comments:

☐ Description of needs assessment process is included.

Comments:

☐ Summary of strengths and weaknesses is included.

Comments:

☐ Data collection worksheets are attached.

Comments:

Comprehensive Needs Assessment, Continued

☐ Data analysis worksheets are attached.

Comments:

☐ Priority areas needing improvement are included.

Comments:

B. Inquiry/Research

The Schoolwide Plan uses effective methods and instructional strategies that are based on scientifically based research. [NCLB Act Sec. 1114 (b)(1)(B)(ii)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

Description of the the process used to identify reasons for needs and possible solutions and/or strategies is given.

Comments:

Description of the investigation of scientifically research-based solutions and solutions with evidence of effectiveness is included.

Comments:

Comprehensive Needs Assessment, Inquiry Research, Continued

☐ Description of visitations conducted is included.

Comments:

☐ Description of how input was received from staff and parents is included.

Comments:

☐ Description of how solutions match priority needs is included.

Comments:

Research-Based Schoolwide Program Strategies

A. Instructional Programs

The schoolwide program shall use effective methods and instructional strategies that are based on scientifically based research that:

- (I) strengthen the core academic program in the school;
- (II) increase the amount and quality of learning time, such as providing an extended school year and before- and after-school and summer programs and opportunities, and help provide an enriched and accelerated curriculum; and
- (III) include strategies for meeting the educational needs of historically underserved populations. (NCLB Act Sec 1114 (b)(B)(I)(II)(III)]

Legal Requirement:

☐

Met

☐

Not Met

There is evidence that ...

☐

Description of key components of the reading and math instructional program is included.

Comments:

☐

Explanation of how the school will organize and deliver instruction is included.

Comments:

☐

Description of how the school will be more effective and the research or evidence of effectiveness that supports the chosen strategies is included.

Comments:

☐

Description of how the needs of special populations will be addressed.

Comments:

Research-Based Schoolwide Program Strategies, Continued

B. Action Plan

The Schoolwide Plan describes how the school will implement the components of the plan. [NCLB Act Sec. 1114 (b)(2)(A)(i)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

A. Measurable Goals

Are based on needs assessment.

Include description of how student progress will be measured.

Include description of how student progress will be reported to parents.

Comments:

B. Strategies, Action and Program Components

Addresses whole school population.

Focuses on academic achievement.

Includes strategies in professional development, parental involvement, climate/behavior, organization (and other areas as appropriate) that support the academic achievement goal.

Includes leadership, timeline and resources.

Comments:

C. Monitoring and Evaluation Plan

Includes indicators to demonstrate progress.

Includes how evidence of change in indicators will be gathered.

Evaluations are appropriate to the activity.

Comments:

Research-Based Schoolwide Program Strategies, Continued

C. Monitoring and Evaluation of Student Progress

The Schoolwide Plan includes measures to include teachers in the decisions regarding the use of academic assessments to provide information on and to improve the achievement of individual students and the overall instructional program and to ensure that students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance.

[NCLB Act Sec. 1114 (b)(H)(I)]

Legal Requirement:

Met

Not Met

There is evidence that ...

- ☐ Description of the uniform local assessments and the monitoring plan for following student academic progress is included.

Comments:

- ☐ Assessments, in addition to MontCAS, are included.

Comments:

- ☐ Description of process used to identify students experiencing difficulty meeting standards is included.

Comments:

- ☐ Description of how timely assistance and support will be provided to students experiencing difficulty is included.

Comments:

Research-Based Schoolwide Program Strategies, Continued**D. Highly Qualified Staff and Professional Development**

The Schoolwide Plan provides high-quality and ongoing professional development for teachers, principals and paraprofessionals and, if appropriate, pupil services personnel, parents and other staff to enable all children in the school to meet the state's student academic achievement standards. [NCLB Act Sec. 1114 (b) (D)]

Legal Requirement:

☐

Met

☐

Not Met

There is evidence that ...

☐

Description of professional development is included.

Comments:☐

Description of how the professional development activities will improve student achievement is included.

Comments:☐

Description of how professional development correlates with priority areas needing improvement is included.

Comments:☐

Description of the ongoing and embedded support and follow up to professional development to ensure staff implementation and effective use of the learned instructional skills and strategies is included.

Comments:

Research-Based Schoolwide Program Strategies, Continued**E. Parental Involvement**

The Schoolwide Plan provides strategies to increase parental involvement as described in Sec. 1118. [NCLB Act Sec. 1114 (b)(F)] (See this section for detailed description of parent involvement requirements.)

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that...

- ☐ Strategies to increase meaningful parental involvement that lead to improved student achievement are included.

Comments:

- ☐ Description of how parent compact was developed is included.

Comments:

- ☐ Copies of parent compacts in relevant languages are included.

Comments:

Description of how parents will be notified when students have not met academic standards is included.

Comments:

Research-Based Schoolwide Program Strategies, Continued**F. Coordination**

The Schoolwide Plan describes plans for assisting children in transition from early childhood programs, other transitions, and coordination and integration with federal, state, and local services and programs. [NCLB Act Sec. 1114 (b)(1)(G)(J)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

☐ Description of transitions for pre-school into primary (if applicable) is included.

Comments:

☐ Description of other transitions are included, if applicable.

Comments:

☐ Description of coordination with other community programs and agencies is included.

Comments:

☐ Description of district support for schoolwide implementation is included.

Comments:

Research-Based Schoolwide Program Strategies, Continued

G. Evaluation and Ongoing Program Development

The Schoolwide Plan shall be in effect for the duration of the school's participation and reviewed and revised by the school. [NCLB Act Sec. 1114 (b)(2)(B)(iii)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

Description of how and when the implementation of the plan will be monitored and adjusted.

Comments:

☐ Description of how an annual evaluation of progress will be carried out.

Comments:

H. Fiscal Requirements

The Schoolwide Plan lists federal, state and district programs that will be included and describes how funds from each will be used to reform the total instructional program.

[NCLB Act Sec.1114 (b)(2) (A)(ii)]

Legal Requirement: ☐ Met ☐ Not Met

There is evidence that ...

☐ List of funds allocated to the schoolwide program is complete.

Comments:

Research-Based Schoolwide Program Strategies, Continued

☐ Explanation of how funds support schoolwide program goals is included.

Comments:

☐ Budget narrative explains how funds will support the schoolwide effort.

Comments:

☐ Evidence provided that migrant and/or American Indian parents have given consent to use ESEA Title IC and/or ESEA Title VII, Part A funds in the schoolwide program, if applicable.

Comments:

☐ Schoolwide Budget Summary is complete.

Comments: